



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF EARLY CHILDHOOD DEVELOPMENT

December 9, 2016

POSITION TITLE: Program Manager IV – Chief of Early Childhood Collaboration & Program Improvement

POSITION NUMBER: 064933 JobAps# 16-005479-0029

SALARY: Grade 22 Standard Salary Schedule
Annual Salary Range: \$64,608 - \$94,335

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for managing the Collaboration and Program Improvement Branch in the Division of Early Childhood Development (DECD) including the Head Start State Collaboration Project and early childhood and school-age care quality initiatives.

DUTIES AND RESPONSIBILITIES: Provides leadership and direction for developing and implementing collaboration strategies to satisfy the needs of Head Start and other low-income children and families for education and comprehensive services in the areas of health, literacy, child disabilities, staff development, and other related priorities; Determines goals, objectives, budgets, and project management plans for the Head Start State Collaboration Project and program improvement initiatives in conjunction with the DECD strategic plan; manages grants and contracts including fiscal accountability for Judy Centers, Family Support Centers Network, and Resource and Referral Centers Network; Oversees operations in accordance with the programmatic provisions, statute, and regulations; develops budget recommendations, oversees program expenditures, and reports budget activity; Oversees procurement initiation, monitoring, modifications, and closure; supervises staff in daily activities.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36-post baccalaureate credit hours of course work in Education, Administration/Supervision, Early Childhood, Social Work or a closely related field.

EXPERIENCE: Eight (8) years of professional administrative experience in management, administration and/or supervision of Early Childhood Education Programs.

NOTE: Two additional years of experience as defined may substitute for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of Early Childhood Education programs; knowledge of comprehensive programs for low-income families; knowledge of federal and state laws, regulations, policies and issues governing education programs for Early Learning; skill in managing multiple tasks, identifying potential issues, and recommending solutions; skill in analyzing policies, regulations, and legislation; skill in communicating detailed policy information to a variety of audiences; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing to a variety of constituencies.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.on.JobAps) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Program Manager IV – Chief of Early Childhood Collaboration & Program Improvement position # 064933 JobAps# 16-005479-0029** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by December 16, 2016 5 p.m. EST – Open Until Filled